

## 11.18.00.00 - CALTRANS-OWNED EMPLOYEE HOUSING

### **11.18.01.00**      **Definition**

*Employee housing* refers to housing and trailers that are located at maintenance stations and are owned and maintained by Caltrans. Dormitories and trailer pads are not considered employee housing.

### **11.18.02.00**      **Policy**

Employee housing is considered at maintenance stations only when necessary for direct support of the station and is limited to crew members assigned to the station and their immediate family.

See Deputy Directive DD-18, Employee-Occupied Caltrans-Owned Housing, (Exhibit 11-EX-37) for complete policy and procedures.

### **11.18.03.00**      **Responsibilities**

DDs and Program Managers for HQ RW and Maintenance share responsibility for employee housing in accordance with DD-18. Additional information on roles and responsibilities is included in the January 26, 1995 memorandum entitled "Employee-Occupied Caltrans-Owned Housing" (PSEP 1243) from the Accounting Service Center.

### **11.18.04.00**      **Rental Rates**

Employees will pay fair market rental rates for employee housing, consistent with collective bargaining unit agreements, as follows:

- All new employee-tenants will be charged fair market rents.
- The state will raise existing rental rates paid by employees up to 25% each year up to fair market value.

### **11.18.05.00**      **Utilities**

It is Caltrans' policy *not to* furnish utilities for employee housing. Exceptions to this policy may be considered on an individual basis and require approval of the Maintenance Program Manager.

All employee housing units will be equipped with separate tanks and/or meters for fuel and electricity.

At locations where commercial electricity and fuel are not available or fuel is supplied by the

maintenance station and no meters have been installed, the employee shall reimburse the state at the same rate charged by the nearest public utility company or fuel supplier. District Right of Way shall obtain estimates of fair and reasonable average monthly charges for such units.

If meters have been installed, the Maintenance Supervisor will read the meters monthly and Accounting will bill the employee tenants.

If water is not metered to the employee housing unit, employees will be charged a flat monthly rate in accordance with Department of Personnel Administration Rule 599.642 as shown below.

	<b><u>Housekeeping</u></b>	<b><u>Non-Housekeeping</u></b>
<b>Class 1</b>	\$3.50 per month	\$1.75 per month
<b>Class 2</b>	\$5.50 per month	\$2.75 per month

***Housekeeping** - units of 501 square feet or more that contain regular cooking facilities.*

***Non-Housekeeping** - units that do not contain regular cooking facilities and all units of 500 square feet or less.*

***Class 1** - within 25 miles of and not more than 40 minutes travel time, one way, from a community with a year-round population of 2,500 or more.*

***Class 2** - all other areas.*

The rental agreement for each unit shall specify utilities to be paid directly by the employee to commercial suppliers. If the maintenance station supplies utilities, the rental agreement shall specify the method of reimbursement by the employee.

### **11.18.06.00**      **Employee Housing Rental Agreement**

Use of the Employee Housing Rental Agreement (RW 11-22) is mandatory for occupancy of employee housing units. Rental agreements are not required for dormitory occupants.

### **11.18.07.00**      **Payment of Rent**

Rent is payable monthly in arrears by payroll deduction in accordance with DPA rules. District

Maintenance initiates Miscellaneous Deduction Change Report (Controller's Form 650) to establish a payroll deduction for a new account or to change a rental. The original is sent to the Controller's Office with copies to Accounting, Personnel, and Right of Way. Deduction Code 011 is used for rent, and a monthly report for Deduction Code 011 is available by district from the Controller's Office. Accounting and district Right of Way should use this report to monitor rental rates and income for employee housing.

Accounting is responsible for maintaining a list with employee's name, amount deducted for rent, and amount for utilities for each employee housing unit.

District Maintenance is responsible for notifying Accounting, Personnel, and Right of Way if there is a new occupant or an employee is leaving.

#### **11.18.08.00**      **Possessory Interest Tax**

The tenant's interest in employee housing is subject to a possessory interest tax that the city or county may impose. Any tax payment shall not reduce rent due Caltrans and shall be the tenant's responsibility.

#### **11.18.09.00**      **Maintenance and Repairs**

Employee housing units shall be maintained in a safe and habitable condition. The maintenance standards for Caltrans rental properties contained in this chapter shall apply to employee housing and

procedures for inspections and maintenance contracting shall be followed. Rental offsets shall not be used for employee housing.

Because of the distance of some housing units from urban areas, it may be difficult to have repairs done by contractors. In these cases maintenance station personnel may be able to purchase materials and perform the repair work. Costs of work done in this manner shall be documented in the rental file.

#### **11.18.10.00**      **Carpeting for Employee Housing**

The purchase of rugs or carpeting for employee housing shall be in accordance with DGS Carpet Specifications that are in effect at the time quotations are sought. In addition, purchase must be in compliance with existing procurement statutes, regulations, policies, and procedures. For a copy of the specifications or additional information, contact the Purchase Branch in the Administrative Service Center.

#### **11.18.11.00**      **Surplus Property**

When employee housing is no longer required for maintenance station staff due to a change in the station's mission or availability of private housing, the housing shall be eliminated by transferring the property to District Right of Way for disposal. These houses should be vacant when they are transferred to Right of Way. If occupied, however, Maintenance shall request Right of Way to terminate tenancies.